

# Start a Kronos Local User Group

## What:

A network of local Kronos customers who regularly get together to share ideas, experiences, and best practices around their Kronos solutions.

## Why:

You want the opportunity to connect informally with peers in your region and share tips and tricks for navigating your workforce management and human capital management processes.

## How:

Reach out to [LocalUserGroup@kronos.com](mailto:LocalUserGroup@kronos.com) to let us know you're interested in kicking off a local user group in your area. We'll send you a Kronos Local User Group starter kit that's chock-full of information and ideas for creating your own local user group — from promoting your event to a suggested agenda.



## Here's what you can expect to receive in your starter kit:

### A USB drive that contains:

- **Social Media Image** — Recruit your peers by sharing this image on the Kronos Community or LinkedIn. You can include a description that lists the date, time, and location of your meeting, plus RSVP information so you can follow up with a formal calendar invite.
- **Email Template** — Use this template to invite your peers to connect at the Kronos Local User Group you're forming. Add a calendar invite so your invitees can plan ahead.
- **Sample Agenda and Discussion Topics** — Review ideas we've found to be popular at roundtable discussions.
- **Presentation Slide** — If you're in a room with AV, use this slide to display your agenda or a Save-the-Date reminder for your next meeting.
- **Name Badge Template** — Break the ice with this no-fail way to get to know one another's names.
- **Meeting Best Practices** — Explore some creative ways to start the discussion and some practical ways to make sure everyone in the group is comfortable.
- **Post-Meeting Tips** — Don't let this be a "one and done"! Keep the conversation flowing with these post-meeting tips for staying connected.

### Swag to support a successful meeting, including:

- **Notepads** — to keep track of all those bright ideas
- **Pens** — because every notepad needs one
- **Snacks** — to make sure your brain is fueled for innovative conversations

Questions about getting started? Contact us at [LocalUserGroup@kronos.com](mailto:LocalUserGroup@kronos.com).

